



DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PROGRAMS (GEAR UP)



Annual Performance Report (APR) Web Application

PRESENTATION AGENDA

➤ **Purpose**

➤ **Logistics**

- Before you start

- Login

➤ **Web pages**

- Grantee Profile (Navigation)

- Sections I and II Data upload

- Section III

- Sections I and II Data upload

- Section III - Budget

- Section IV - Demographics

- Section V - Outcomes

- Section VI - Survey Data

- Submission of APR

➤ **Help Desk**

➤ **Schedule**

Purpose

The GEAR UP discretionary grant program is designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education.

The *Government Performance and Results Act* (GPRA) of 1993 is a statute that requires all federal agencies to manage their activities with attention to the consequences of those activities.

Purpose of Electronic APR Submission

- Provides grantees with immediate feedback on data discrepancies
- Maintains an accurate and consistent format for reported data
- Some information is pre-populated eliminating entry of the same data year after year. For example: (completed budget periods, personnel paid by Federal or matching funds, partners)

Before You Start

Have the following ready before you start accessing GEAR UP web application for APR submission:

- Notification email from GEAR UP
- User ID and Password
- URL: <https://opeweb.ed.gov/gearup>
- All accurate data needed to input into APR
- For a preview of the APR, *a hard copy of the report is available on our website: <https://www2.ed.gov/programs/gearup/performance.html>*
- Document prepared in Microsoft Word format for the Executive Summary, Section I and the Narrative Information of Section II.

LOGIN



Gaining Early Awareness and Readiness for Undergraduate Programs



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Performance Reports for GEAR UP Partnership and State Projects

Login

Please enter your user name and password and click the "Log In" button. **Your password is case-sensitive.**

User Name:

Password:

[Log In](#) 

Note: If you fail to login after 3 attempts, your account will be locked. You will need to contact the Help Desk to unlock it.

[Forgot your password?](#)

This Web site is used to collect annual, interim, and final performance reports from GEAR UP grantees.

Annual Performance Reports

The Annual Performance Report (APR) collection web site is open.

The APR must be submitted by Tuesday, April 15, 2015.

APR instructions are available in either [Powerpoint](#) or [PDF](#) format.

Download a [Blank APR Form](#) in PDF format.

[Download GEAR UP APR Section I - "Executive Summary" and Section II - "Narrative Information" Template](#)

Sections I and II consist of narrative information which must be provided as a Microsoft Word or PDF document. Please download the template for Section I and Section II. It is required to complete the APR.

OMB No. 1840-0777 Expiration Date: 04/30/2016

Final Performance Reports

The current Final Performance Report (FPR) collection is for the 2008 and 2009 cohorts.

Download a [Blank FPR Form](#) in MS Word format.

[Download GEAR UP FPR Section I - "Executive Summary" and Section II - "Narrative Information" Template](#)

Sections I and II consist of narrative information which must be provided as a Microsoft Word or PDF document. Please download the template for Section I and Section II. It is required to complete the FPR.

If you receive a no-cost extension, we need you to provide the number of students served and 12th grade enrollment data as an interim report at the end of your sixth year, because our program performance indicators are due before your FPR.

OMB No. 1840-0782 Expiration Date: 05/31/2017

Login (continued)

You must use a login procedure to access the GEAR UP APR system.

User ID: Your 11 digit PR number

(e.g. P334A060345)

Password: Sent in the notification email

Note:

- ***All users are required to change their password after completing the initial login each year.***
- ***Only the person with a valid User ID and Password can view/change data.***

Login (continued)

Password Requirements

The Password must be at least 8 characters. It cannot contain your name, grant number, or the word password. You cannot use a prior GEAR UP password or one too similar to your current password. It must satisfy all following rules:

- at least one uppercase alphabetic character (A-Z)
- at least one lowercase alphabetic character (a-z)
- at least one number (0-9)
- at least one non-alphanumeric special character (e.g.: ! @ # \$ & * % / + -)

Example: Gufprs4!

Login (continued)

A “forgot password” link is provided:

- You will receive an automatic e-mail response for a "forgot password" request.
- The e-mail is stored in the APR database as your primary contact information.
- *Note: Instructions on how to login are outlined in the APR instruction letter*

Navigation



- *A menu bar will appear at the top of the screen. This provides access to each section of the APR and to the Submit Report screen.*
- *Sections III – VI each have 4 pages. A second Page menu bar will display at the top of the screen. Click a button to display that page of the section.*



- *Each data entry page has Save buttons at the bottom and each section has a Complete page with a Complete button.*

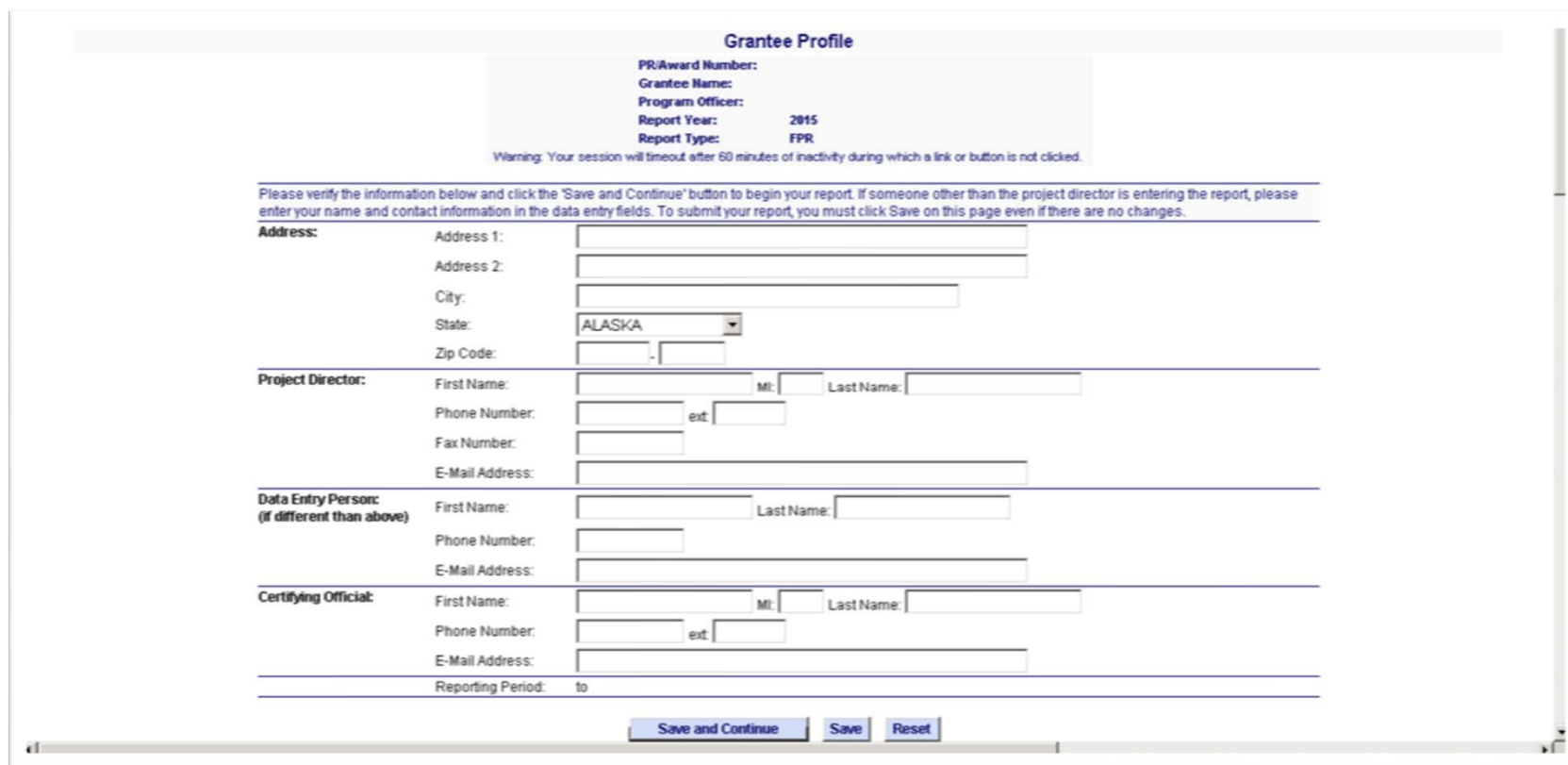
Save: Activates the edit checks. If the data passes the edit checks, it is saved to the database. If the “Save and Continue” button was clicked, the next page of the report is displayed.

Complete: All required pages must be saved before you can mark the section complete. All sections must be marked Complete before you can Submit your APR.

GRANTEE PROFILE

The first screen you see upon logging in is the ***GEAR UP APR Cover Sheet - Grantee Profile*** page.

- Verify that the information is accurate. If needed, make any necessary changes.
- You must click a Save button on this page even if you don't have any changes.



The screenshot displays the 'Grantee Profile' web form. At the top, it shows fields for 'PR/Award Number:', 'Grantee Name:', 'Program Officer:', 'Report Year: 2015', and 'Report Type: FPR'. A warning message states: 'Warning: Your session will timeout after 60 minutes of inactivity during which a link or button is not clicked.' Below this, a blue instruction bar reads: 'Please verify the information below and click the \'Save and Continue\' button to begin your report. If someone other than the project director is entering the report, please enter your name and contact information in the data entry fields. To submit your report, you must click Save on this page even if there are no changes.' The form is divided into sections: 'Address' (with fields for Address 1, Address 2, City, State (dropdown menu showing ALASKA), and Zip Code); 'Project Director' (with fields for First Name, MI, Last Name, Phone Number, Fax Number, and E-Mail Address); 'Data Entry Person: (if different than above)' (with fields for First Name, Last Name, Phone Number, and E-Mail Address); and 'Certifying Official' (with fields for First Name, MI, Last Name, Phone Number, and E-Mail Address). At the bottom, there is a 'Reporting Period:' field with 'to' and a 'Reporting Period:' field. At the very bottom, there are three buttons: 'Save and Continue', 'Save', and 'Reset'.

Sections I and II Data Uploading

Sections I and II are narratives that must be prepared in a Microsoft word format, then uploaded to the GEAR UP website.

1. Download the template for Sections I & II from the GEAR UP website – either from the Login or Sections I & II web pages.
2. Fill out information using Microsoft Word and save it as a file.
➤ *For “Objectives”, please use the table provided in the template.*
3. Upload the file into the GEAR UP system.

SECTIONS I AND II DATA UPLOADING (CONTINUED)

The screenshot shows a web form titled "Section I and Section II Data Upload". It contains a header section with the following fields: "PR/Award Number:", "Grantee Name:", "Program Officer:", "Report Year: 2015", and "Report Type: FPR". Below these fields is a warning message: "Warning: Your session will timeout after 60 minutes of inactivity during which a link or button is not clicked." The form includes two instructional steps: "Step 1: If you did not create the upload file using the Section I & II Template, [Download the Section I and II Template](#) and update the document." and "Step 2: Click the 'Browse' button to select the updated Section I & II file from your computer then click either Save button. The uploaded file must be a MS Word or PDF file." There is a text input field labeled "Section I & II file:" followed by a "Browse..." button. Below the input field are three buttons: "Save and Continue", "Save", and "Reset". At the bottom of the form, there are two links: "OPE Student Service Home Page" and "GEAR UP Home Page".

Section I and Section II Data Upload

PR/Award Number:
Grantee Name:
Program Officer:
Report Year: 2015
Report Type: FPR

Warning: Your session will timeout after 60 minutes of inactivity during which a link or button is not clicked.

Step 1: If you did not create the upload file using the Section I & II Template, [Download the Section I and II Template](#) and update the document.

Step 2: Click the 'Browse' button to select the updated Section I & II file from your computer then click either Save button. The uploaded file must be a MS Word or PDF file.

Section I & II file:

[OPE Student Service Home Page](#) [GEAR UP Home Page](#)

A link to the file will display on this page after you upload it.

On the Submit Report page, the status for Section I/II will be “File Uploaded”

Section III: Grant Administration and Budget Information

Federal Budget Summary / Non-Federal Matching Budget Summary / Actual Federal Expenditures and Matching Contribution for 6 or 7 Years / Budget Questions

- The first two pages are for the current budget period.
- Enter whole dollar values only
- Negative values are not accepted
- The “Total” amounts in each row will be automatically calculated by the system.
- These rules also apply to other numeric tables throughout the APR.
- *Note: Grantees in first year do not need to complete the third page of this section.*

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION (CONTINUED)

Page 1: Federal Budget Summary

Page 1 Page 2 Page 3 Page 4 Complete

You must click a Save button at the bottom of the page to save any changes.

1. Federal Budget Summary

Please provide information about your actual and anticipated Federal expenditures for the **current budget period**. The current budget period can be found in Section 6 of your current Grant Award Notification (GAN). Columns will be totaled for you. All the values should be whole dollar amounts. Please round values to the nearest dollar.

The reporting period includes the time period from the beginning of your grant through March 31st of this year.

	Total Federal Funds Awarded for Current Budget Period (See Current Grant Award Notification (GAN))	Carryover Funds Available (Include Funds Carried Over from Previous Budget Period(s))	Actual Federal Expenditures from Current Budget Period (GAN Start Date) thru March of APR Submission Year	Anticipated Federal Expenditures from April to Current Budget Period End Date	Anticipated Carryover to Next Budget Period (if applicable)
1. Salaries and Wages	\$ 0		\$ 0	\$ 0	
2. Employee Benefits	\$ 0		\$ 0	\$ 0	
3. Travel	\$ 0		\$ 0	\$ 0	
4. Materials and Supplies	\$ 0		\$ 0	\$ 0	
5. Consultants and Contracts	\$ 0		\$ 0	\$ 0	
6. Other	\$ 0		\$ 0	\$ 0	
A. Total Direct Cost (1-6) (Read Only)	\$ 0		\$ 0	\$ 0	
B. Total Indirect Costs (less than 8% of A)	\$ 0		\$ 0	\$ 0	
C. Equipment	\$ 0		\$ 0	\$ 0	
D. Scholarships/Tuition Assistance	\$ 0		\$ 0	\$ 0	
E. Total Costs (A+B+C+D) (Read Only)	\$ 0	0	\$ 0	\$ 0	\$ 0

Save and Continue

Save

Reset

OPE Student Service Home Page GEAR UP Home Page

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION (CONTINUED)

Page 2: Non-Federal Matching Budget Summary

Page 1 → **Page 2** → Page 3 → Page 4 → Complete
You must click a Save button at the bottom of the page to save any changes.

2. Non-Federal Matching Budget Summary

Please provide information about your actual and anticipated non-Federal matching contributions for the current budget period. Current budget period can be found in Section 6 of your current Grant Award Notification (GAN).

All the values should be whole dollar amounts. Please round values to the nearest dollar.

	Matching Contributions Proposed for Current Budget Period (See Current GAN)	Actual Matching Contributions from Current Budget Period (GAN Start Date) thru March of APR Submission Year	Anticipated Matching Contributions from April to Current Budget Period End Date
1. Salaries and Wages	\$ 0	\$ 0	\$ 0
2. Employee Benefits	\$ 0	\$ 0	\$ 0
3. Travel	\$ 0	\$ 0	\$ 0
4. Materials and Supplies	\$ 0	\$ 0	\$ 0
5. Consultants and Contracts	\$ 0	\$ 0	\$ 0
6. Other	\$ 0	\$ 0	\$ 0
A. Total Direct Cost (1-6) (Read Only)	\$ 0	\$ 0	\$ 0
B. Total Indirect Costs (less than 8% of A)	\$ 0	\$ 0	\$ 0
C. Equipment	\$ 0	\$ 0	\$ 0
D. Scholarships/Tuition Assistance	\$ 0	\$ 0	\$ 0
E. Total Costs (A+B+C+D) (Read Only)	\$ 0	\$ 0	\$ 0

If you requested a match reduction in your original application, please check the box ☐

Save and Continue

Save

Reset

[OPE Student Service Home Page](#) [GEAR UP Home Page](#)

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION (CONTINUED)

Page 3: Federal and Matching Expenditures for 6 or 7 Years

The Information you entered on previous APRs will display.

Page 1 Page 2 Page 3 Page 4 Complete
 You must click a Save button at the bottom of the page to save any changes.

3. Actual Federal Expenditures and Matching Contribution for 6 Years

Please provide information about your actual Federal and matching expenditures for **previous, completed budget periods**. For example, for grants that began in Fiscal Year 2014, the Year 1 budget period would be July 2014 through June 2015. Fill out information only for completed budget periods.

All the values should be whole dollar amounts. Please round values to the nearest dollar.

	Year 1		Year 2		Year 3	
	Actual Federal Expenditures	Actual Matching Contributions	Actual Federal Expenditures	Actual Matching Contributions	Actual Federal Expenditures	Actual Matching Contributions
1. Salaries and Wages	\$ 329,423	\$ 138,165	\$ 937,507	\$ 121,589	\$ 1,447,422	\$ 321,382
2. Employee Benefits	\$ 100,540	\$ 40,537	\$ 362,663	\$ 41,262	\$ 585,857	\$ 106,461
3. Travel	\$ 544	\$ 0	\$ 1,386	\$ 0	\$ 3,191	\$ 0
4. Materials and Supplies	\$ 332,368	\$ 0	\$ 325,499	\$ 0	\$ 252,688	\$ 0
5. Consultants and Contracts	\$ 272,889	\$ 34,933	\$ 745,718	\$ 0	\$ 556,016	\$ 6,250
6. Other	\$ 295,018	\$ 0	\$ 264,900	\$ 0	\$ 291,491	\$ 0
A. Total Direct Cost (1-6) (Read Only)	\$ 1,330,782	\$ 213,635	\$ 2,637,673	\$ 162,851	\$ 3,136,665	\$ 434,093
B. Total Indirect Costs (less than 8% of A)	\$ 32,737	\$ 5,255	\$ 64,887	\$ 0	\$ 202,489	\$ 0
C. Equipment	\$ 0	\$ 3,007,578	\$ 0	\$ 0	\$ 26,814	\$ 0
D. Scholarships/Tuition Assistance	\$ 22,819	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
E. Total Costs (A+B+C+D) (Read Only)	\$ 1,386,338	\$ 3,226,468	\$ 2,702,560	\$ 162,851	\$ 3,365,968	\$ 434,093

	Year 4		Year 5		Year 6	
	Actual Federal Expenditures	Actual Matching Contributions	Actual Federal Expenditures	Actual Matching Contributions	Actual Federal Expenditures	Actual Matching Contributions
1. Salaries and Wages	\$ 1,734,877	\$ 41,038	\$ 1,398,718	\$ 0	\$ 0	\$ 0
2. Employee Benefits	\$ 785,643	\$ 15,777	\$ 723,047	\$ 0	\$ 0	\$ 0
3. Travel	\$ 63,465	\$ 0	\$ 64,329	\$ 0	\$ 0	\$ 0
4. Materials and Supplies	\$ 455,200	\$ 0	\$ 400,000	\$ 0	\$ 0	\$ 0

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION (CONTINUED)

Page 4: Budget Questions

4. If you are not expending Federal or matching funds as originally budgeted, please provide an explanation for the change. Please describe how you plan to expend carryover funds and/or how you plan to meet your matching requirements.
5. Describe any significant changes in your project design since the approval of your grant application (e.g., changing from individual tutoring to group tutoring or placing more emphasis on enrichment activities rather than remediation). Do you anticipate making changes to your project design in the coming year? If so, please describe. How have any changes or anticipated changes affected your budget? How will these changes impact quantitative outcomes and your ability to meet the project's goals?

6. Please list the names and titles of key personnel paid by GEAR UP Federal or matching funds, and indicate the percentage of time each individual spends working on the GEAR UP grant. (If the percentage of time is not available, you may indicate the number of hours that individual was paid with GEAR UP funds instead.)

No	Name	Title	Time on Grant		Individual Paid By	
			%	Hours	Fed. Funds	Match
1	John Doe	Project Director	50	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Jane Smith	Program Manager	100	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	George Washington	Operations/Financial Coordinator	75	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4					<input type="checkbox"/>	<input type="checkbox"/>
5				0	<input type="checkbox"/>	<input type="checkbox"/>
6				0	<input type="checkbox"/>	<input type="checkbox"/>

Note: Additional blank rows will display after you click the "Save" button.

7. Describe any changes to key personnel of this grant that have come about over the past year, including changes in titles, changes in percentage of time that a person is devoting to the project, hiring of a key staff person, departure of a key staff person, or addition or elimination of a position. Discuss any significant changes to key personnel proposed or anticipated for the coming reporting period. (Do not request replacement of key personnel or the addition / elimination of position(s) here. That type of request is a change that requires an administrative action and must be addressed separate from this report. Your response should be a summary of approved and completed changes that have take place during this reporting period.)

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION (Page 4 - CONTINUED)

Do not request replacement of key personnel or the addition/elimination of position(s) here. Personnel requests are changes that must be addressed separately from this report.

Your response should be a summary of approved and completed changes that have taken place during this reporting period.

Personnel entered on your previous APR will display for you.

Section III: Grant Administration and Budget Information

(Page 4 - continued)

8. Describe any changes to the roles of your partners during the past year. Have any partners been added to your grant? Have any partners discontinued their participation in your grant? Has the role of any existing partner changed significantly?

9. Describe briefly your project's record keeping system for collecting and reporting student outcome/achievement data and participation in GEAR UP activities. Specifically, how frequently is data collected, and what method(s) your project uses to collect and maintain data regarding student, parent and teacher participation in GEAR UP activities?

10. How do you link student outcome/achievement data with student participation? How does your project use the data collected to evaluate and guide the project?

11. Describe your record-keeping system for maintaining source documentation for all federal and non-federal expenditures, transportation cost, equipment, supplies, college field trips, and other GEAR UP expenditures. Who is responsible for maintaining the documentation?

Section III: Grant Administration and Budget Information

(Page 4 - continued)

12. If your project has a scholarship component for postsecondary education, please provide: a) information about the amount of scholarship money that has been reserved and/or obligated; b) information regarding where scholarship funds are held pending distribution to former GEAR UP students; and c) how the funds will be disbursed and to whom.

NOTE: *All Federal and Matching Scholarship funds are subject to audits or monitoring by authorized representatives of the Secretary throughout the life of the funds.*

13. Please indicate the number of GEAR UP students who have completed the Free Application for Federal Student Aid (FAFSA).

14. Please complete the following table. List all partners and click on the radio button to indicate whether they are original partners listed in the application or new partners added during implementation. If any of these partners have become inactive and are no longer participating in the grant, please indicate this by checking in the column provided. If a partner is new, indicate with a check if you have provided the program office with a Partner Identification Form and Cost Share Worksheet to update the application.

No	Partner Name	Partner Status	Inactive	Submitted Partner Identification Form and Cost Share Worksheet	Type of Partner
1	Temple University	<input checked="" type="radio"/> Original <input type="radio"/> New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institution of Higher Education
2	Philadelphia Youth Network	<input checked="" type="radio"/> Original <input type="radio"/> New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Community Organization
3	College Board	<input checked="" type="radio"/> Original <input type="radio"/> New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other type of Organization
4	PHENND	<input checked="" type="radio"/> Original <input type="radio"/> New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Postsecondary Institute
5	Communities in Schools	<input checked="" type="radio"/> Original <input type="radio"/> New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Community Organization
6		<input checked="" type="radio"/> Original <input type="radio"/> New	<input type="checkbox"/>	<input type="checkbox"/>	
7		<input checked="" type="radio"/> Original <input type="radio"/> New	<input type="checkbox"/>	<input type="checkbox"/>	

Note: Additional blank rows will display after you click the "Save" button.

SECTION III: GRANT ADMINISTRATION AND BUDGET INFORMATION (PAGE 4 - CONTINUED)

15. Indirect Cost Agreement

Indirect cost reimbursement on a training grant is limited to the recipient's actual indirect costs, as determined by its negotiated indirect cost rate agreement, or eight percent of the modified total cost base, whichever amount is less. In order to claim an indirect cost on next year's budget, the grantee must provide information on their current agreement.

Check one:

☐ Current Indirect Cost Agreement

Effective dates of the agreement: Begin Date: (mm/dd/yyyy)

End Date: (mm/dd/yyyy)

Current rate: 0.0 %

☐ Requesting Indirect Cost Agreement

If you've requested an indirect cost rate agreement but have not received one, you should provide your program officer with evidence of your contact with the cognizant agency and their response. If a negotiated indirect cost rate agreement was not awarded, a grantee using the training rate of eight percent is required to have documentation available for audit that shows that its indirect rate equals or exceeds the eight percent.

Please indicate whether your program officer has documentation of your attempt to secure an indirect cost rate agreement. ☐ Yes ☐ No

☐ Do not claim Indirect Cost

16. Scholarship Funds

Please report on all Federal and non-Federal funds reserved and held for GEAR UP Scholarships and the disbursement of those scholarship funds to eligible students. NOTE: Scholarship funds are subject to audits or monitoring by authorized representatives of the Secretary throughout the life of the funds.

1.Federal Scholarship Funds:	
Amount of funds reserved for GEAR UP students:	\$ <input type="text"/> 0
Amount of funds disbursed for GEAR UP students:	\$ <input type="text"/> 0
Total number of students receiving scholarships:	<input type="text"/> 0
Amount of unexpended funds to be returned to the Department:	\$ <input type="text"/> 0
2. Non-Federal Scholarship Funds:	
Amount of funds reserved for GEAR UP students:	\$ <input type="text"/> 0
Amount of funds disbursed for GEAR UP students:	\$ <input type="text"/> 0
Total number of students receiving scholarships:	<input type="text"/> 0
3. College Savings Account Only:	
Number of Accounts Opened:	<input type="text"/> 0
Amount of Federal Funds Deposited:	\$ <input type="text"/> 0

All the values should be whole dollar amounts. Please round values to the nearest dollar.

Section IV: Demographic Data and Data Regarding Services Provided

Participant Distribution by Grade/New or Continuing Status

- The “Proposed Number of Students Served” will be pre-populated from information provided in your original application. You are required to enter the actual number that you are serving in the current APR year.

Note for State Grants Only:

If serving students through a statewide initiative, enter the number of students in the space provided.

SECTION IV: DEMOGRAPHIC DATA AND DATA REGARDING SERVICES PROVIDED (PAGE 1 - CONTINUED)

➤ **Participant Distribution by Ethnic Background:**

The ethnicity/race background of GEAR UP students is mandatory and will be used by the Department in reporting on the ethnicity/race characteristics of students served in the program.

Ethnicity	Number of GEAR UP Students
Hispanic or Latino	0
Race	
American Indian or Alaska Native	0
Asian	0
Black or African American	0
Native Hawaiian or Pacific Islander	0
White	0
Two or More Races	0
Race and/or Ethnicity Unknown	0
Total	0

- **Participation by Gender:** Total should match the actual number of students served. *All totals throughout the APR should match.*

Section IV: Demographic Data and Data Regarding Services Provided (Page 2 - continued)

Participant Distribution by Grade and New or Continuing Status

Grade Level:	Number of New GEAR UP Students	Number of Continuing GEAR UP Students
K-4		
5		
6		
7		
8		
9		
10		
11		
12		
First Year IHE Enrollment		
Total		

Section IV: Demographic Data and Data Regarding Services Provided (Page 2 - continued)

Participants with Limited English Proficiency or Individualized Education Programs

E. Participants with Limited English Proficiency

Completion of this table is not mandatory but is extremely helpful to the Department of Education in reporting on the characteristics of students served by the GEAR UP program. If you choose to do so, please complete the following table indicating the number of GEAR UP students with Limited English Proficiency served by your project during the reporting period. ([Definition](#))

	Number of GEAR UP Students
GEAR UP students with Limited English Proficiency	<input type="text" value="0"/>

F. Participants with Individualized Education Programs (IEPs) as required by the Individuals with Disabilities in Education Act Amendment of 1997 (IDEA)

Completion of this table is not mandatory but is extremely helpful to the Department of Education in reporting on the characteristics of students served by the GEAR UP program. If you choose to do so, please complete the following table indicating the number of GEAR UP students with Individualized Education Programs.

	Number of GEAR UP Students
GEAR UP students with Individualized Education Programs	<input type="text" value="0"/>

[Save and Continue](#)[Save](#)[Reset](#)[OPE Student Service Home Page](#) [GEAR UP Home Page](#)

Section IV: Demographic Data and Data Regarding Services Provided (continued)

Page 3 - Participating Schools and Housing Projects

Please include all schools you identified in your application, including their NCES school ID codes, even if they do not yet have students participating in GEAR UP. Schools you entered on previous APRs will display for you.

Page 1 Page 2 Page 3 Page 4 Complete
You must click a Save button at the bottom of the page to save any changes.

2. Participating Schools and Housing Projects:

Please complete the appropriate table below indicating the schools or housing projects participating in your grant.

A. Participating Schools:

If your grant is a partnership grant using a cohort model, please list all of the schools participating in your GEAR UP project. A participating school is a partner school identified in your GEAR UP application or is a school in which GEAR UP services are provided. Please include all schools you identified in your application, even if they do not yet have students participating in GEAR UP (e.g., if the GEAR UP cohort consists of 7th graders, please list the GEAR UP high school(s) that the students will attend). In appropriate boxes, indicate all relevant grade levels separated by commas (e.g., 6,7,8). **State grants and partnership grants using a public housing model do not need to complete this table.**

Name of School	Grade Levels Offered	Grade Levels Served by GEAR UP	Percentage of Students Eligible for Free and Reduced Price Lunch	City	State	Zip	National Center for Education Statistics (NCES) Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Additional blank rows will display after you click the "Save" button.

B. Participating Housing Projects:

Complete this table **only if your project uses a public housing model**. If your project is serving a public housing authority, please provide the name(s) of the public housing project(s). Indicate grade levels separated by commas (e.g., 6, 7, 8).

Name of Public Housing Project	Grade Levels Served by GEAR UP	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Additional blank rows will display after you click the "Save" button.

Save and Continue Save Reset

[OPE Student Service Home Page](#) [GEAR UP Home Page](#)

Section IV: Demographic Data and Data Regarding Services Provided (continued)

Page 4 - Services Provided to Students

You must click a Save button at the bottom of the page to save any changes.

Services Provided to Students, Parents, Teachers, Schools:

Please complete the appropriate table below. For Other Services, you can add up to 4 entries.

3. Services Provided to Students:

In the following table, for the types of service provided by your project with GEAR UP Federal or matching funds, indicate the number of students who received the service during the reporting period and the average number of hours of service provided per student during the period.

The number of students served in any category cannot be more than the total number of students served you entered on Section IV page 1: 0

Type of Service R = Required Activity	Number of Students in the GEAR UP Cohort who Received the Service	Average Hours of Service Per Participant Receiving the Service Per Year
Comprehensive mentoring (R)	0	0.0
Counseling/advising/academic planning/career counseling (R)	0	0.0
Financial aid counseling/advising (R)	0	0.0
Rigorous academic curricula (R)	0	0.0
Supportive Services (R)	0	0.0
College visit/college student shadowing	0	0.0
Educational field trips	0	0.0
Family/cultural events	0	0.0
Job site visit/job shadowing	0	0.0
Summer Programs	0	0.0
Workshops	0	0.0
Other (please specify) - Up to 4 entries.		
	0	0.0
	0	0.0

- ***Rigorous Academic Curricula*** are courses in core academic subjects aligned with college-based curricula that prepare all students for postsecondary education upon graduating from high school.
- ***Comprehensive Mentoring*** are programs and initiatives that offer GEAR UP students the knowledge, skills, abilities and perspectives to foster the personal and academic growth of students.

Section IV: Demographic Data and Data Regarding Services Provided (continued)

Page 4 - Services Provided to Parents, Teachers, and Schools

4. Services Provided to Parents:

In the following table, for the types of service provided by your project using GEAR UP Federal or matching funds, indicate the number of parents (or guardians) who received the service during the reporting period and the average number of hours of service provided per parent during the reporting period.

Type of Service	Number of Parents of Students in the GEAR UP Cohort who Received the Service	Average Hours of Service Per Participant Receiving the Service Per Year
College visits	<input type="text" value="0"/>	<input type="text" value="0.0"/>
Counseling/advising	<input type="text" value="0"/>	<input type="text" value="0.0"/>
Family events	<input type="text" value="0"/>	<input type="text" value="0.0"/>
Workshops on college preparation/financial aid	<input type="text" value="0"/>	<input type="text" value="0.0"/>
Other (please specify) - Up to 4 entries.		
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0.0"/>

5. Services Provided to Teachers:

Please complete the following table indicating professional development provided to GEAR UP teachers. Include all teachers who taught GEAR UP students, irrespective of whether their salaries are paid using GEAR UP funding.

Number of Teachers who taught GEAR UP Students during the Reporting Period	Number of Teachers of GEAR UP Students who Participated in GEAR UP Sponsored Professional Development during the Reporting Period (April through March)	Average Hours of Professional Development per Participating Teacher during the Reporting Period
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.0"/>

6. Services Provided to Schools:

Please complete the following table indicating services provided to GEAR UP schools.

Type of Service (Click the checkbox in this column if your project provides this type of service)
<input type="checkbox"/> Curriculum development
<input type="checkbox"/> Dual or current enrollment programs
Other (please specify) - Up to 4 entries.
<input type="text"/>
<input type="text"/>

SECTION V: GEAR UP STUDENT OUTCOMES

Page 1 - Course Enrollment

The number of students you entered in Section IV – Page 1 will display for you. The number of students you have enrolled for each class cannot be greater than this.

1. Course Enrollment:

Please complete the following table indicating the number of GEAR UP students who have successfully enrolled in the courses identified. The names for math classes can vary among schools. Classify courses based on the content of the course. "Advanced Placement" classes are courses designed to prepare students for the Advanced Placement Exams. Enter the numbers in the grade level the cohort was in when the student enrolled in the course. The number of students you enter on this page should not exceed the number you entered for the grade on Section IV page 2. This number is displayed in the first column.

[illegible][illegible]

SECTION V: GEAR UP STUDENT OUTCOMES

Page 2: Course Completion

The number of students you entered in Section IV – Page 1 on last year's APR will display for you. The number of students which have completed each class cannot be greater than this.

2. Course Completion:

Please complete the following table indicating the number of GEAR UP students who have successfully completed the courses identified. The names for math classes can vary among schools. Classify courses based on the content of the course. 'Advanced Placement' classes are courses designed to prepare students for the Advanced Placement Exams. **Enter the numbers in the grade level the cohort was in when the course was completed.**

The number of 7th and 8th graders completing Pre-Algebra and the number of 9th graders completing Algebra I cannot exceed the numbers of the students reported in Section IV page 2 on last year's APR. This number is displayed in the first column. (If the number entered on last year's APR is incorrect, please click the 'Contact Us' link to ask the help desk for assistance.)

Since this table deals with course completion, it requires the numbers to reflect the courses completed at the end of the school year. For this 2014-2015 APR, you must report the figures for the end of the 2013-2014 school year. The completion figures must be entered in the row for the grade the students were in, in 2013-2014 school year (not the grade they are in now).

Grade Student was in when Course was Completed	Number of Students Reported on Last Year's APR	Pre-Algebra	Algebra I or Equivalent	Geometry	Algebra II	Pre-Calculus	Calculus	Trigonometry	At Least Two Years of Math Beyond Algebra 1
6	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	370	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	2,228	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	1,960	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	63	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Year IHE	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Grade Student was in when Course was Completed	At Least One Advanced Placement Class	At Least One International Baccalaureate Class	Biology	Chemistry	Physics	English & Language Arts
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Completion figures must be entered in the row for the grade the students were in **during the previous school year** (not for the grade they are currently in).
- First Year grantees do not have to complete this page.

SECTION V: GEAR UP STUDENT OUTCOMES (CONTINUED)

Page 3 - Educational Progress by Current GEAR UP Students

3. Educational Progress by Current GEAR UP Students:

Please complete the following tables indicating educational progress of current GEAR UP students. Where available, use standardized test scores to determine whether a student is performing at or above grade level. The number of students you enter on this page should not exceed the number you entered for the grade on Section IV page 2. This number is displayed in the first column.

Enter the number in the row that coincides with the grade the students are in during the current school year. (e.g. If you served sixth grade the first year of the grant and a standardized test was administered the first year to that sixth grade, you would report on results of that standardized test in the second APR placing the information in the row for 7th grade since those students would be seventh graders in the second year.)

Current Grade Level	Number of Students Reported on Section IV Page 2	Number of Students Performing at or above Grade Level in English/Language Arts	Number of Students Performing at or above Grade Level in Mathematics	Number of Students with 5 or More Unexcused Absences During the First 2 Quarters of the School Year	Number of Students Taking PSAT or PLAN	Number of Students Taking ACT or SAT Exam
6		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
7		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
8		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
9		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
10		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
11		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
12		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

In the table below, please enter the number promoted at the end of the most recent school year. For this 2014-2015 APR, you would report those students promoted in June of 2014. The number promoted must be entered in the grade that they were in June 2014. For example, the 7th graders promoted to 8th grade in June 2014 would be entered in the 7th grade row.

The number of students promoted for a grade should not exceed the numbers of the students reported in Section IV page 2 on last year's APR. This number is displayed in the first column.

Grade Level	Number of Students Reported on Last Year's APR	Number of Students Promoted to the Next Grade Level at the End of the Prior School Year
6	0	<input type="text" value="0"/>
7	0	<input type="text" value="0"/>
8	0	<input type="text" value="0"/>
9	378	<input type="text" value="0"/>
10	2,228	<input type="text" value="0"/>

- The number of students entered for any grade in the first table cannot be more than the number entered in Section IV – Page 1.
- The number of students entered for any grade in the second table cannot be more than the number entered in last year's APR on Section IV – Page 1. These numbers are displayed for you.
- First Year grantees do not have to complete promotion data in the second table.

Section V: GEAR UP Student Outcomes (continued)

Page 4 - Baseline High School Graduation and College Enrollment

You must click a Save button at the bottom of the page to save any changes.

4. Baseline High School Graduation and College Enrollment Data:

This table will be completed **once**, at the time the students of the first cohort are 11th graders.

For each target high school, give the number of 12th graders *, the number graduating with a high school diploma, and the number enrolled in post-secondary institutions (enrollment in less than 2yr., 2yr., and 4 yr. institutions) for the previous two years (e.g., if your first cohort are 11th graders in the current school year (2014-2015), then you would complete this table using figures from the 2012-2013 and 2013-2014 school years).

* 12th graders are those students who have the credits required to be considered a 12th grader/senior.

High School	School Year	Number of 12th Grade Students	Number who Graduated with High School Diploma	Number Enrolled in Post Secondary Institution
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0

Note: Additional blank rows will display after you click the "Save" button.

Graduation Rate:

0.0%

Enrollment Rate:

0.0%

Save and Continue

Save

Reset

[OPE Student Service Home Page](#) [GEAR UP Home Page](#)

Section VI: Survey Data

Each GEAR UP grantee must conduct a survey of all participating students and their parents at least every other year.

Required response rate: Student Surveys: 80% Parent Surveys: 50%

If you did not complete surveys this year, check the box on Section VI – Page 1, and you are not required to complete Section VI.

The screenshot shows a web-based form for Section VI: Survey Data. At the top right, there is a navigation bar with links for Page 1, Page 2, Page 3, Page 4, and Complete. Below this, a message states: "You must click a Save button at the bottom of the page to save any changes." The main content area begins with a checkbox labeled "Check here if you did not administer surveys this year. (If you check this box you will not need to complete any of the pages in Section VI)." Below this is a paragraph of instructions: "Each survey must include certain mandatory questions. Mandatory questions for the student survey are listed in Appendix A. Mandatory questions for the parent survey are listed in Appendix B. If desired, you may translate these questions into other languages. If you would like to add additional questions to the survey for your internal purposes, you may do so." This is followed by another instruction: "Please aim to give a copy of the survey to each cohort student and one of each student's parents." The section is titled "1. Survey Administration:" and contains a text prompt: "Please describe the administration of your surveys. How your student and parent surveys are administered. When are the surveys distributed and how (e.g., are the surveys distributed in the classroom, at GEAR UP events, through the mail, or during home visits)? How are you ensuring an adequate response rate?" Below the prompt is a large text input area. At the bottom of the form, there are three buttons: "Save and Continue", "Save", and "Reset". A footer bar contains links to "OPE Student Service Home Page" and "GEAR UP Home Page".

Page 1 Page 2 Page 3 Page 4 Complete

You must click a Save button at the bottom of the page to save any changes.

☐ Check here if you did not administer surveys this year. (If you check this box you will not need to complete any of the pages in Section VI).

Each survey must include certain mandatory questions. Mandatory questions for the student survey are listed in [Appendix A](#). Mandatory questions for the parent survey are listed in [Appendix B](#). If desired, you may translate these questions into other languages. If you would like to add additional questions to the survey for your internal purposes, you may do so.

Please aim to give a copy of the survey to each cohort student and one of each student's parents.

1. Survey Administration:

Please describe the administration of your surveys. How your student and parent surveys are administered. When are the surveys distributed and how (e.g., are the surveys distributed in the classroom, at GEAR UP events, through the mail, or during home visits)? How are you ensuring an adequate response rate?

Save and Continue Save Reset

[OPE Student Service Home Page](#) [GEAR UP Home Page](#)

Section VI: Survey Data

Mandatory Student Survey Questions

- Has anyone from your school or GEAR UP ever spoken with you about college entrance requirements or the courses that you need to take in high school in order to prepare for college? (Yes) ____ (No) ____
- Has anyone from your school or GEAR UP ever spoken with you about the availability of financial aid to help you pay for college? (Yes) ____ (No) ____
- Are you knowledgeable about financial aid and the cost and benefits to you of going to college? (Yes) ____ (No) ____
- What is the highest level of education that you expect to obtain?
 - a. High school or less
 - b. Some college but less than a 4-year college degree
 - c. 4-year college degree or higher
- Do you think that you could afford to attend a public 4-year college using financial aid, scholarships, and your family's resources? (Yes) ____ (No) ____

SECTION VI: SURVEY DATA (CONTINUED)

Page 2 - Student Survey Results

A. Grade Level of Survey Respondents:

Please complete the following table indicating the number of GEAR UP students at each grade level who were given and responded to the survey.

Grade Level	Number of Students Given the Survey	Number of Students who Responded to the Survey
6	<input type="text" value="0"/>	<input type="text" value="0"/>
7	<input type="text" value="0"/>	<input type="text" value="0"/>
8	<input type="text" value="0"/>	<input type="text" value="0"/>
9	<input type="text" value="0"/>	<input type="text" value="0"/>
10	<input type="text" value="0"/>	<input type="text" value="0"/>
11	<input type="text" value="0"/>	<input type="text" value="0"/>
12	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>

Student Response Rate:

%

Adequate response rates for the student surveys is 80%.

If you did not meet adequate response rate of 80%, please answer the following:

Explain why the target survey response rate was not met.

What steps will you take to ensure that the rate will increase the next time the survey is administered?

B. Number of Students who Have Spoken with Someone about College Entrance Requirements and Financial Aid:

Please complete the following table indicating student response to survey questions 2 and 3 in Appendix A.

Section VI: Survey Data (continued)

Student Survey Results (Page 2 continued)

B. Number of Students who Have Spoken with Someone about College Entrance Requirements and Financial Aid:

Please complete the following table indicating student response to survey questions 2 and 3 in [Appendix A](#)

Grade Level	Number of Students who have Spoken with Someone about College Entrance Requirements (Number who responded 'Yes' to Appendix A question 2)	Number of Students who have NOT Spoken with Someone about College Entrance Requirements (Number who responded 'No' to Appendix A question 2)	Number of Students who have Spoken with Someone about the Availability of Financial Aid (Number who responded 'Yes' to Appendix A question 3)	Number of Students who have NOT Spoken with Someone about the Availability of Financial Aid (Number who responded 'No' to Appendix A question 3)
6	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
7	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
8	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
9	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
11	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Save and Continue

Save

Reset

[OPE Student Service Home Page](#) [GEAR UP Home Page](#)

Section VI: Survey Data (continued)

Student Survey Results (Page 3)

You must click a Save button at the bottom of the page to save any changes.

2. Student Survey Results:

Please complete the following tables indicating the results of your student survey. The total number of respondents for each section cannot be more than the total you entered on Section VI page 2: .

C. Financial Aid Knowledge:

Please complete the following table indicating student response to question number 4 from [Appendix A](#), "Are you knowledgeable about financial aid and the cost and benefits to you of going to college?"

Response	Number of Students Responding
Yes	<input type="text" value="0"/>
No	<input type="text" value="0"/>

D. Educational Expectations:

Please complete the following table indicating student responses to survey question number 5 in [Appendix A](#) regarding educational expectations.

Response	Total Number of Students Grades 6-8 Responding	Total Number of Students Grades 9-10 Responding	Total Number of Students Grades 11-12 Responding
High school or less	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Some college, but less than a 4-year college degree	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4-year college degree or higher	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

E. Perceptions of Affordability:

Please complete the following table indicating student response to question number 6 from [Appendix A](#), "Do you think that you could afford to attend a public 4-year college using financial aid, scholarships, and your family's resources?"

Response	Number of Students Responding
Yes	<input type="text" value="0"/>
No	<input type="text" value="0"/>

Save and Continue

Save

Reset

Section VI: Survey Data

Mandatory Parent Survey Questions

- Has anyone from your child's school or GEAR UP ever spoken with you about college entrance requirements or the courses that your child will need to take in high school in order to prepare for college? (Yes) ____ (No) ____
- Has anyone from your child's school or GEAR UP ever spoken with you about availability of financial aid to help you pay for college? (Yes) ____ (No) ____
- Are you knowledgeable about financial aid and the cost and benefits of your child pursuing a postsecondary education? (Yes) ____ (No) ____
- Have you talked with your child about attending college? (Yes) ____ (No) ____
- What is the highest level of education that you think your child will achieve?
 - a. High school or less
 - b. Some college but less than a 4-year college degree
 - c. 4-year college degree or higher
- Do you think that your child could afford to attend a public 4-year college using financial aid, scholarships, and your family's resources? (Yes) ____ (No) ____

SECTION VI: SURVEY DATA (CONTINUED)

Page 4: Parent Survey Results

Page 1

Page 2

Page 3

Page 4

Complete

You must click a Save button at the bottom of the page to save any changes.

3. Parent Survey Results:

Please complete the following tables indicating the results of your parent survey. Mandatory questions for the parent survey are listed in [Appendix B](#).

A. Number of Parents who Were Given and Completed the Survey:

Please complete the following table indicating the number of parents who were given and completed the survey.

Number of Parents Given the Survey	Number of Parents Who Completed the Survey
<div>0</div>	<div>0</div>
Parent Response Rate:	<div>0%</div>

Adequate response rates for the parent surveys is 50%.

If you did not meet adequate response rate of 50%, please answer the following:

Explain why the target survey response rates was not met.

What steps will you take to ensure that the rate will increase the next time the survey(s) is administered?

Section VI: Survey Data (continued)

Page 4: Parent Survey Results

D. NUMBER OF PARENTS WHO HAVE SPOKEN WITH SOMEONE ABOUT COLLEGE ENTRANCE REQUIREMENTS AND FINANCIAL AID:

Please complete the following table indicating parent response to survey questions 1 and 2 from [Appendix B](#)

Response	Total Number of Parents Responding
Question 1A, Yes (have spoken with someone about college entrance requirements)	<input type="text" value="0"/>
Question 1B, No (have not spoken with someone about college entrance requirements)	<input type="text" value="0"/>
Question 2A, Yes (have spoken with someone about financial aid)	<input type="text" value="0"/>
Question 2B, No (have not spoken with someone about financial aid)	<input type="text" value="0"/>

C. Financial Aid Knowledge:

Please complete the following table indicating parent response to question number 3 from [Appendix B](#), "Are you knowledgeable about financial aid and the cost and benefits of your child pursuing a postsecondary education?"

Response	Number of Parents Responding
Yes	<input type="text" value="0"/>
No	<input type="text" value="0"/>

D. Number of Parents who Have Spoken with Their Children about College:

Please complete the following table indicating parent response to survey question number 4 from [Appendix B](#), "Have you talked with your children about attending college?"

Response	Total Number of Parents Responding
Yes	<input type="text" value="0"/>
No	<input type="text" value="0"/>

E. Educational Expectations:

Please complete the following table indicating parent responses to survey question number 5 in [Appendix B](#), "What is the highest level of education that you think your child will achieve?"

Response	Total Number of Parents Responding
High school or less	<input type="text" value="0"/>
Some college, but less than a 4-year college degree	<input type="text" value="0"/>
4-year college degree or higher	<input type="text" value="0"/>

F. Perceptions of Affordability:

Please complete the following table indicating parent response to question number 6 from [Appendix B](#), "Do you think that your child could afford to attend a public 4-year college using financial aid, scholarships, and your family's resources?"

Response	Number of Parents Responding
Yes	<input type="text" value="0"/>
No	<input type="text" value="0"/>

Submit APR

After all of the sections are completed, you must submit the APR.

- The Submit screen will display the status of each section as complete or incomplete.
- Cross-section editing will be performed. If there are any cross-section errors, a message will display. Click the link to display the page and correct the error. You will not be able to submit your report until all errors are corrected.
- Click the “Certification Form” link to display the form in PDF format. Print the form, have it signed, scan it into your computer, and upload it on the Submit page.
- If all sections are checked as “Complete” and you have uploaded your signed certification form, click the “Submit Report” button to submit your APR.

SUBMIT APR

This is the final step to complete your Annual Performance Report. Once you have completed all six sections and uploaded your signed certification page, the "Submit Report" button will display. Click the button to submit your report. After you submit the report, it is no longer updateable. If you need to edit the submitted information, please contact your program officer and request that your report be unsubmitted.

Report Section Status

Click the link to return to the Complete page for each section below marked "Not Complete" to view the pages which need to be completed before you can submit your report. You must click the "Complete" button for each section before you can submit your report.

Grantee Profile: Complete ✓

Sections I & II: File Uploaded ✓

Section III: Complete ✓

Section IV: Complete ✓

Section V: Complete ✓

Section VI: Complete ✓

[View/Print Report in PDF format](#)

Certification Form

Your signed certification form must be uploaded to your report before you submit.

1. Click the [Certification Form](#) link to display the certification form (cover sheet) in PDF format.
2. Print the form and have your project director and certifying official sign it.
3. Scan the signed form and save it to your computer.
4. Click the 'Browse...' button and select the signed form from your computer.
5. Click the 'Upload' button to save the signed form to your report.

Signed Certification Form File:

Browse...

[Upload Signed Certification Form](#)

[View Signed Certification Form](#)

[Submit Report](#)

Submit APR (continued)

Once the APR is submitted:

- Project directors will receive a confirmation email after submission.
- You will not be allowed to go back into the report other than to access your Profile screen.
- If you wish to edit the APR after submission, email a request to your GEAR UP program officer to un-submit the APR.
- Click the “View/Print Report in PDF format” link to view your report in PDF format and save a copy for your own records.

Help Desk

- All technical inquiries and requests must be sent to the Help Desk by clicking the “Contact Us” link and filling out the page which displays.
- Help Desk Staff will make every effort to resolve your issue as soon as possible.

Schedule

- **First week of March : GEAR UP website open to grantees to enter APRs.**
- **April 15 : APR must be submitted.**